



Training Opportunity

Course Title:	Administrative Professionals' Conference
Date(s)/Time:	25-26 March 2004 (Thursday/Friday) 9a.m. – 4 p.m.
Location:	Hilton Inn, 401 Williams Ave, Huntsville, AL
Tuition:	\$277 for both days and luncheon workshop \$147 for 25 March only
Vendor:	National Seminars
Course Manager:	Marsha Samples 356-842-6543/DSN 788-6543 marsha.samples@us.army.mil
Cancellation Policy	Cancellations are permitted until the registration deadline of 2 Mar 2004; however, they must be coordinated with the Course Manager. Organizations will be charged for cancellations received after this date

Who Should Attend:

Administrative Professionals

Course Description:

This conference includes inspiring speakers, insightful topics, lively learning sessions, an optional luncheon filled with laughter and fun. The conference is chock-full of tips, techniques and tools you can use immediately. This exciting learning event offers you sessions on boosting your assertiveness for a more confident, more powerful image...minimizing interruptions so you can maximize productivity...dealing with prickly personalities with greater ease...working more effectively with competing demands for your time---and that's just for starters. On the second day there will be two terrific workshops on How to Communicate with Power and Influence and Balance and Stress Reduction Solutions.

Registration Information:

Registration Deadline: 2 March 2004

Participants should follow local procedures for securing approval to attend this course. Payment will be made using the government credit card. Your organization's Credit Card Holder should complete and e-mail or fax a payment authorization sheet to Marsha Samples NLT 2 March 2004. Click [here](#) for the payment authorization sheet.